BSc (Hons) Operating Department Practice Student User Guide
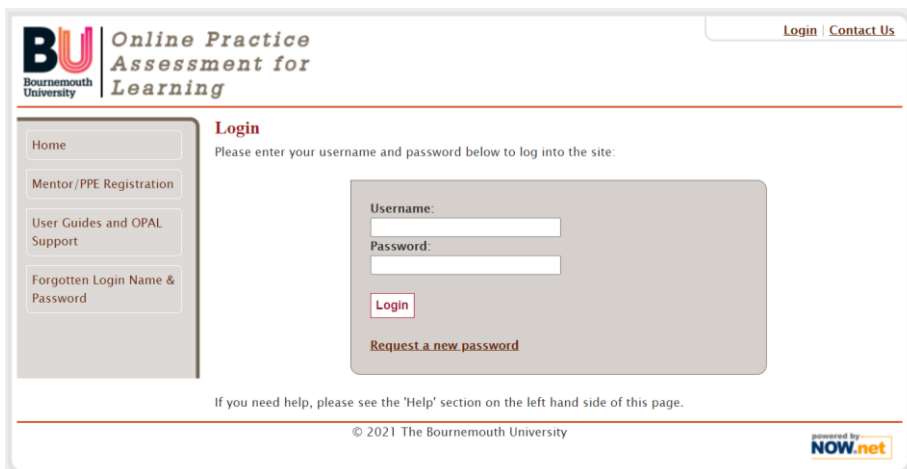
What is OPAL?

OPAL is an online assessment portfolio. Students will need to gather evidence to help you assess their practice. This evidence is agreed with you and the student is responsible for providing this in a timely manner. Evidence for assessment includes:-
• Direct observation
• Reflections
• Documentation completed during placement
• Feedback from colleagues
• Feedback from bespoke visits
• Service user feedback
• Record of attendance

All technical issues (i.e. username/password reset, errors/changes to recorded data…) must be directed to **opalsupport@bournemouth.ac.uk**. Academic Advisors <u>cannot</u> help with technical issues.

Getting started

Go to the OPAL home page: OPAL@BU;

Sign in using the username and password provided;

Click on 'Start your course'

Select 'BSc (Hons) Operating Department Practice' from the course list;

Select 'September' and the current year, then click 'Save'

Read the terms and conditions and then sign to accept

Select your Academic Advisor;

Type in your Academic Advisor's surname. Choose 'Select this Tutor' from the possible options

Start your year;

OPAL will activate Year 1. To do this select 'Activate your year'
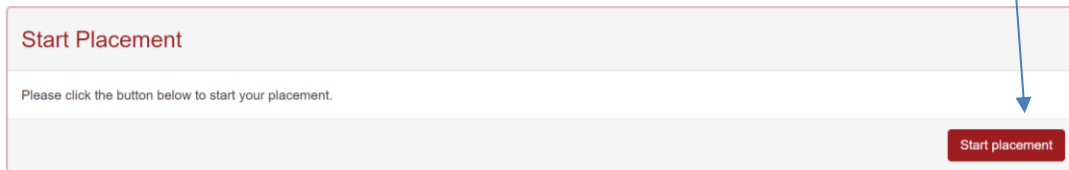
OPAL will generate your placement portfolios. To do this select 'Start placement'

Year 1
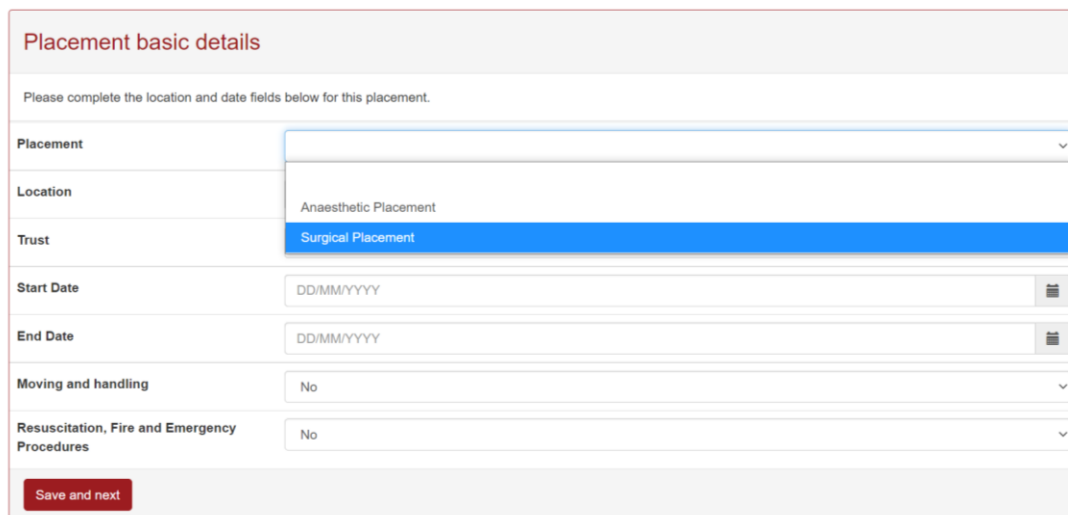
Start Placement

Please click the button below to start your placement.

[Start placement]

The next step must be followed carefully!
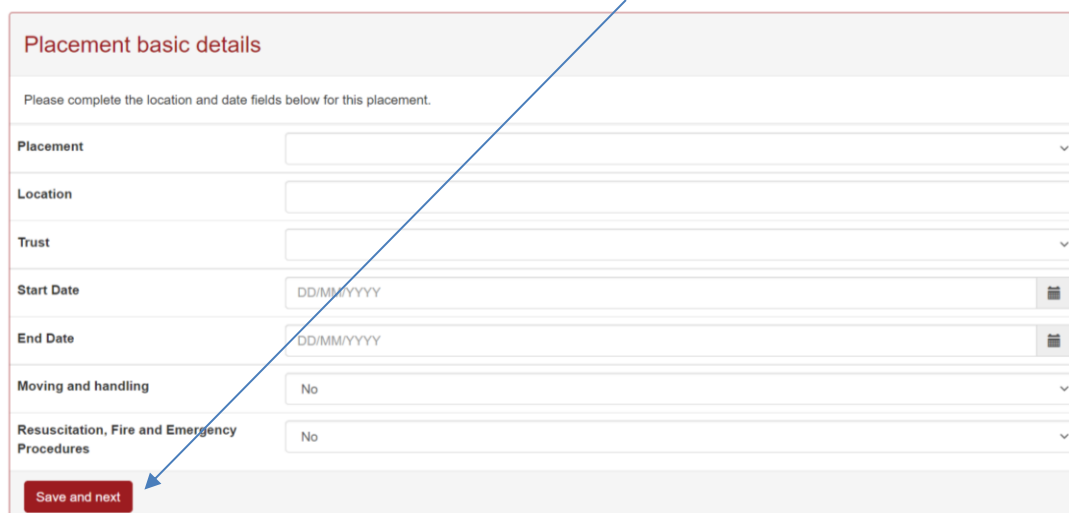
ENSURE YOU SELECT THE CORRECT PORTFOLIO

From the drop down list on the placement tab - select **SURGICAL PLACEMENT**

Placement basic details

Please complete the location and date fields below for this placement.

Placement	
Location	
Trust	
	Anaesthetic Placement
	Surgical Placement
Start Date	DD/MM/YYYY
End Date	DD/MM/YYYY
Moving and handling	No
Resuscitation, Fire and Emergency Procedures	No

[Save and next]

Complete the other details, then select 'Save and next'

Placement basic details

Please complete the location and date fields below for this placement.

Placement	
Location	
Trust	
Start Date	DD/MM/YYYY
End Date	DD/MM/YYYY
Moving and handling	No
Resuscitation, Fire and Emergency Procedures	No

[Save and next]

Location is the locality/town
Trust is the name of the hospital

Start date will be first day of the surgical placement
End date will be last day of the surgical placement

Moving and handling, Resuscitation, Fore and Emergency Procedures must be completed before the first day of placement – eLfH modules and practical Moving and Handling/Resuscitation at BU

You will need to invite assessors and supervisors (mentors) to access your portfolio

It is essential that you invite the Theatre Practice Educators and allocated assessors and supervisors before you start placement or by the last shift in week 1 at the very latest

To do this, search staff by surname

Placement select practice assessors

Please use the form below to search for and select the practice assessors who are supporting you in this placement.

Practice Assessor search		
Surname	MCCONNELL	
Search		
Select this practice assessor	McConnell, Dot (dorothy.mcconnell1@nhs.net)	- Practice Assessor
Select this practice assessor	McConnell, Fiona (fiona.mcconnell@uhd.nhs.co.uk)	- Practice Assessor
Select this practice assessor	McConnell, Phillip (prmcconnell@bournemouth.ac.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor

Select the relevant staff member from the options and click 'Select this practice assessor'.

You will have the option to select more than one assessor. Keep searching and selecting until you have added all necessary staff.
Check you have selected the correct staff – you can add or remove at this stage.
Then click 'Finish'

Placement select practice assessors

Please use the form below to search for and select the practice assessors who are supporting you in this placement.

Practice Assessor search	
Surname	
Search Finish	

Please enter more than one character of the practice assessor's surname

You have 1 practice assessors selected.		
Siwadi - Mentor, Emil (esiwadi@bournemouth.ac.uk)	- Operating department practitioner supervisor/assessor	Remove this practice assessor

OPAL will now finalise creating your portfolio

You will now see the placement portfolio home page. This is what you will see each time you log in to OPAL

Completing the placement portfolio

The portfolio is made up of 8 sections:

Areas for Assessment

Assessment

Signature Sheets

Final Grade

Time Sheets

Placement Details

Practice Assessors

Practice Supervisors

Each section will now be explained in more detail.

Some sections have subsections within them. All sections must be completed before submission. Some sections serve to evidence development or areas that need further support.

There are four elements that make up the assessment – it is essential that ALL four are completed before the submission deadline. An incomplete portfolio will be graded as a late or non-submission.

The four assessment components are:

(Surgical/Anaesthetic/Postanaesthetic) Skills
(Surgical/Anaesthetic/Postanaesthetic) Proficiencies
Final Shift Practice Assessment
Final Grade

Below is a screenshot of the portfolio home page that will be seen each time you log into OPAL

Remember to **Save** any activity on a regular basis. Unsaved activity will be lost.

Year 1

Surgical Placement

Areas for assessment

Additional Comments

Surgical Clinical Skills

Interpersonal/Professional Skills

Clinical Activity Record

Assessment

Surgical Placement Skills

Surgical Proficiencies

Final Shift Practice Assessment

Development Plan

Signature sheets

Summary of theory content delivered at University

Interview - Start of Placement

Interview - Midway of Placement

Interview - End of Placement

Record of Academic Advisor meetings in placement

Final Grade

[Sign]

Time Sheets

0 hours linked to this placement
0 hours linked to other placements.

[View]

Placement details

Final placement of the year	No
Location	Bournemouth
Start Date	15/11/2021
End Date	01/09/2023
Oriented to placement	
Moving and handling	Yes - 15 Nov 2021
Resuscitation, Fire and Emergency Procedures	Yes - 15 Nov 2021
Additional learning needs discussed	

[Edit]

Practice Assessors (3)

Meachin, James (james.meachin@uhd.nhs.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor
McConnell, Phillip (pmcconnell@bournemouth.ac.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor
Sivadi - Mentor, Emil (esivadi@bournemouth.ac.uk)	- Operating department practitioner supervisor/assessor

[Edit]

Practice Supervisors (0)

[Edit]

Areas for assessment

Areas for assessment
Additional Comments
Surgical Clinical Skills
Interpersonal/Professional Skills
Clinical Activity Record

Surgical Clinical Skills

Continue

OPAL will generate a list of clinical skills delivered at BU (prior to starting placement) YOU MUST RECORD THE DATE THE SESSION WAS TAKEN AND YOU ARE RESPONSIBLE FOR ENSURING YOUR ACADEMIC ADVISOR SIGNS TO CONFIRM YOUR ATTENDANCE AT THESE SESSIONS

Surgical Clinical Skills

During students university block, students have been taught and undertaken practical skills in the University Practice Simulation Suite. The skills are formatively assessed and feedback is given to students

Skill	Date	Tutor Signature
Scrubbing, gowning and gloving	DD/MM/YYYY	
Preparing surgical trolley	DD/MM/YYYY	
Sharps safety	DD/MM/YYYY	
WHO checklist	DD/MM/YYYY	
Transferring patient to operating table	DD/MM/YYYY	

Save

Interpersonal/Professional Skills

Covers the 6C's that encompass the values of the NHS Constitution

Assessors/supervisors can give feedback to show how you meet each of the 6C's or highlight areas for improvement

Clinical Activity Record

You can record a brief summary of various procedures you have been involved in throughout the placement. This is valuable to give assessors/academic advisors an insight into the range of specialities seen and age ranges you have cared for.
You may also wish to record stand out procedures that had a particular meaning to you.

Clinical Activity Record

Please complete the form below.

Date

15/11/2021

Procedure

M/F

Age

Your involvement in the care of the patient

Edit ▾

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Words: 0

Practice Assessor/Mentor comments

Save

Assessment

This section contains the 3 main assessment components of the portfolio – every individual element of these 3 sections must be passed in order to successfully pass the placement/unit

Any one individual element recorded as fail, not achieved or blank will result in an overall grade of 'fail' for the placement – a fail will prevent a student from progressing onto the next level of study.

Assessment

Surgical Placement Skills

Surgical Proficiencies

Final Shift Practice Assessment

Development Plan

There are a number of individual skills, relevant to the placement, that must ALL be achieved.
The 'Students to complete…' section has tick boxes that can be selected to record areas of development (where the student is getting the opportunity to practice a skill). Skills that are

not being seen will therefore be highlighted by a lack of ticks. The student can use this to guide their learning and allow assessors/supervisors to identify areas that need further support/exposure.

There is no value in just ticking al the boxes – unticked boxes will not prevent a skill from being signed off.

Surgical Placement Skills

Save

		Students to complete as personal record of learning			Practice Assessor/Practice Supervisor to complete when signing off
		Observe in practice	Undertake with direct supervision	Undertake with indirect supervision	
Check and prepare equipment	Operating table and attachments	☐	☐	☐	
	Electro-surgery equipment	☐	☐	☐	
	Suction apparatus	☐	☐	☐	
	Warming devices	☐	☐	☐	
	Operating lights	☐	☐	☐	
	Anti-embolus device	☐	☐	☐	
	Environmental parameters	☐	☐	☐	
	Endoscopic systems (camera stack, insufflation/fluid irrigation)	☐	☐	☐	
	Correct clothing and protective equipment	☐	☐	☐	

Proficiencies

These are HCPC Proficiencies. Students must demonstrate that they are able to meet and maintain ALL of the proficiencies throughout the programme. Failure to achieve any individual proficiency will result in an overall fail.

Surgical Proficiencies

Save

			Student		Practice Assessor
HCPC Standards of Proficiency	How the SOP can be met		Discussed	Working Towards	
1. be able to practise safely and effectively within their scope of practice	1.1 know the limits of their practice and when to seek advice or refer to another professional		☐	☐	
	1.2 recognise the need to manage their own workload and resources effectively and be able to practise accordingly		☐	☐	
2. be able to practise within the legal and ethical boundaries of their profession	2.1 understand the need to act in the best interests of service users at all times		☐	☐	
	2.2 understand what is required of them by the Health and Care Professions Council		☐	☐	
	2.3 understand the need to respect and uphold the rights, dignity, values, and autonomy of service users including their role in the diagnostic and therapeutic process and in maintaining health and wellbeing		☐	☐	
	2.4 recognise that relationships with service users should be based on mutual respect and trust, and be able to maintain high standards of care even in situations of personal		☐	☐	

As with the Skills, students can record progress using the tick boxes

The student is responsible for ensuring Skills and Proficiencies are signed off by an assessor/supervisor as the student develops their practice throughout the placement block.

Final Shift Assessment

This assessment is carried out during a single shift and does not need to be for the entirety of the shift.
The date of the assessment should be agreed between assessor and student at least 2 weeks in advance and the Academic Advisor should be informed by email with, at least, 2 week's notice.

Final Shift Practice Assessment

Within this unit, the student will be evaluated on their ability to:

1. Prepare for a surgical intervention prior to a case that accommodates individual patient needs
2. Ensure the continuity of individualised patient care within surgery
3. Undertake the duties of the scrub and circulating role
4. Demonstrate an understanding of the components of infection control in the operating department

Further Information	+

Name of Student: ODP OPAL2	Date of assessment:
Date Academic Advisor notified of One Day Practice Assessment:	

The assessment should not be taken on the last day of placement – to allow scope for an alternative date should the list be cancelled due to unforeseen circumstances.
The assessment is made up of 4 elements – ALL must be passed. Failing any one element will result in an overall fail for the placement/unit.

Final Shift Practice Assessment

Within this unit, the student will be evaluated on their ability to:

1. Prepare for a surgical intervention prior to a case that accommodates individual patient needs
2. Ensure the continuity of individualised patient care within surgery
3. Undertake the duties of the scrub and circulating role
4. Demonstrate an understanding of the components of infection control in the operating department

Further Information	+

Name of Student: ODP OPAL2	Date of assessment:
Date Academic Advisor notified of One Day Practice Assessment:	

Practice Assessment	Pass/Fail
1. Prepares the operating room prior to the surgical case that accommodates individual patient needs • prepares surgical equipment and environments • interprets key information from operating list in preparation for patient(s) • ensures correct staffing • communicates with staff	
2. Ensures the continuity of individual patient care within the intraoperative phase • receives the patient from the anaesthetic team • participates in safety checking procedures • enables specific care requirements to be met • shares relevant information with others • provides effective handover to subsequent carers	
3. Undertakes the duties of the scrub role • demonstrates consideration of patient's humanness • engages in team work • ably assists surgeon • anticipates basic tasks involved in the care of the patient(s) • undertakes tasks as required	
4. Recognises the implications & management of infection control in the operating department • ensures self and others are appropriately dressed • minimises risk of contamination of patient, staff and equipment • uses good aseptic techniques • decontaminates and removes waste appropriately and safely	
CONFIRM OVERALL PASS/FAIL	

Signature of practice assessor/mentor:	
Signature of moderator:	

Practice Assessor/Mentor feedback
Further guidance, from the practice assessor/mentor, if the student has not passed this assessment
Has the Academic Advisor been informed
Moderator Comments (if applicable)

Role of the moderator

Academic Advisors/Practice Educators may act as moderators to ensure parity in assessment and also to support either the student or novice assessor. It is possible your assessment is moderated as part of BU auditing processes.

Development Plans

A development plan will only be generated if there are concerns over conduct or progress on placement. These will be created in unison with the Theatre Practice Educator, UPLA and Academic Advisor and students will be involved in discussing and agreeing the development plan.
Development Plans may need to stay active throughout future placements.

Development Plans

To be completed by Practice Assessor/Practice Supervisor/UPLA or AA when specific areas identified for improvement / enhancement.

Please sign and date all plans.

Signed	Area of development	Action	Review date	Evaluation	Actions
		No records added yet			

Signature Sheets

Interviews:

Initial interview should set out ground rules, preferred learning styles, shifts, essential contact details, absence reporting, etc. – week one of placement
Midway should address any areas that need further support/focus and confirm areas developing well. – at midpoint of placement
End of placement should summarise key areas to help guide future learning – in final week

Signature sheets

Summary of theory content delivered at University

Interview - Start of Placement

Interview - Midway of Placement

Interview - End of Placement

Record of Academic Advisor meetings in placement

Final Grade:

An overall final grade must be recorded. This is the fourth and final essential component of the placement assessment. This grade reflects the overall level of ability as a student ODP at this level of study – not in comparison to a registered practitioner. This is the only section that asks for a percentage grade. The student is responsible for ensuring this is completed by the assessor or practice educator before the submission deadline.

Final Grade

Sign

Time sheets:

The student is responsible for keeping an accurate and honest account of hours worked. Shifts worked should be recorded on OPAL weekly and Practice Educator asked to sign to confirm weekly. Practice Educators are not obliged to sign off any hours recorded more than 3 weeks after the date they took place, unless agreed in advance.

Time Sheets

0 hours linked to this placement
0 hours linked to other placements

View

Most placements do not include lunch breaks in the hours and therefore, this should be deducted when calculating hours worked. Students must check with the Practice Educator/Academic Advisor if unsure of how many hours are counted in a shift.

SUMMARY

It is important to remember if you are working on any part of the portfolio, you must click SAVE before leaving the section you are on – any unsaved work will be lost.

OPAL sessions automatically time out after 35 minutes – any unsaved work will be lost.

Please raise concerns early to your Placement Practice Educator – who will inform the Academic Advisor, if necessary. Students should also contact the Academic Advisor for advice if unsure or concerned about any aspect of the placement.

If a staff member raises a concern, students must be informed of concerns and given the opportunity to respond and put right. Concerns must be documented by the Practice Educator or Assessor as a Development Plan on OPAL.

Each element of the practice skills, proficiencies and final shift assessment must be passed/achieved – a single element not passed/achieved will result in an overall FAIL of the placement.

Any issues with accessing OPAL, such as lost password or technical issues, must be directed to **opalsupport@bournemouth.ac.uk**

ROLES

AA – Academic Advisor. ODP Lecturer who oversees students whilst on placement:
• Pastoral support
• Monitors progress
• Supports student to manage their study

Bmth Nuffield & UHS: Emil Siwadi   **esiwadi@bournemouth.ac.uk**
RBH & Yeovil: Phillip McConnell   **prmcconnell@bournemouth.ac.uk**
Poole & Dorchester: Debora Almeida   **almeidad@bournemouth.ac.uk**
Musgrove Park: James Meachin   **jmeachin@bournemouth.ac.uk**
Salisbury: John Tarrant   **tarrantj@bournemouth.ac.uk**

PPE – Placement Practice Educator. Registered theatre practitioner who facilitates learning for students on theatre placements:
- First point of contact for concerns/advice from Assessors/Supervisors
- Organise induction/orientation
- Organise off duty for learners

UPLA – University Practice Learning Advisors. For advice and guidance about placement such as:
• Guidance about placement assessment
• A concern about placement support
• Clarification about placement provision
• Support to manage a concern **UPLA@bournemouth.ac.uk**

OPAL SUPPORT - For OPAL 2 related queries such as:
• Forgotten password/username
• Unlocking portfolios
• Practice Supervisor/Assessor access **opalsupport@bournemouth.ac.uk**

This version updated September 2021